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U.S. Department of State Foreign Affairs Manual Volume 5 Handbook 7  
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## **5 FAH-7 H-130 STATIONERY**

*(CT:GRPH-4; 08-27-2013)  
(Office of Origin: A/GIS/GPS)*

### **5 FAH-7 H-131 INTRODUCTION**

*(TL:GRPH-1; 08-01-1995)*

Department of State letterheads must project a sense of dignity and efficiency. Letterheads are clean and simple, with a formal arrangement that is appropriate to the dignity and stature of the Department.

### **5 FAH-7 H-132 DEPARTMENT LETTERHEAD**

*(CT:GRPH-2; 06-16-2012)*

- a. The Department letterhead reflects the identification system outlined in 5 FAH-7 H-120. It is intended for general correspondence.
- b. The basic letterhead format, as shown in 5 FAH-7 Exhibit H-132, is designated to allow a large amount of space for printed matter. For examples of how the letterhead is aligned with different correspondence, see the Correspondence Handbook, 5 FAH-1.

### **5 FAH-7 H-133 COMPONENT LETTERHEADS**

*(CT:GRPH-2; 06-16-2012)*

According to the Correspondence Handbook, Assistant Secretaries (or higher) and their equivalents are entitled to individualized letterheads. Examples of the format for such letterheads are shown in 5 FAH-7 Exhibit H-133. In all cases, the name of the Department is first and the individual title appears beneath it in italics. The address is treated as indicated. Contact Customer Service Center for individualized letterhead.

### **5 FAH-7 H-134 EMBASSY LETTERHEAD**

*(CT:GRPH-2; 06-16-2012)*

Embassy letterheads differ from State Department letterheads. The embassy reference is the primary focus of information and appears at the

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top of the letterhead. The 5 FAH-7 Exhibit H-134 shows an example of an embassy letterhead.

## **5 FAH-7 H-135 ENVELOPES**

*(TL:GRPH-1; 08-01-1995)*

Envelopes are available from the GSA catalog. Contact Customer Service Center for individualized envelopes.

## **5 FAH-7 H-136 MAILING LABELS**

*(CT:GRPH-2; 06-16-2012)*

Mailing labels can be acquired through the Customer Service Center, A/IM/IS/OIS/PS, Room 1758. 5 FAH-7 Exhibit H-136 gives an example of a mailing label.

## **5 FAH-7 H-137 BUSINESS CARDS**

*(CT:GRPH-2; 06-16-2012)*

If Department of State employees choose to have business cards printed, they can follow the formats and specifications presented in 5 FAH-7 Exhibit H-137. Copies of these specifications are available from the Customer Service Center.

## **5 FAH-7 H-138 AND H-139 UNASSIGNED**

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**5 FAH-7 Exhibit H-132**  
**State Department Letterhead**

*(CT:GRPH-2; 06-16-2012)*

*Format 1*

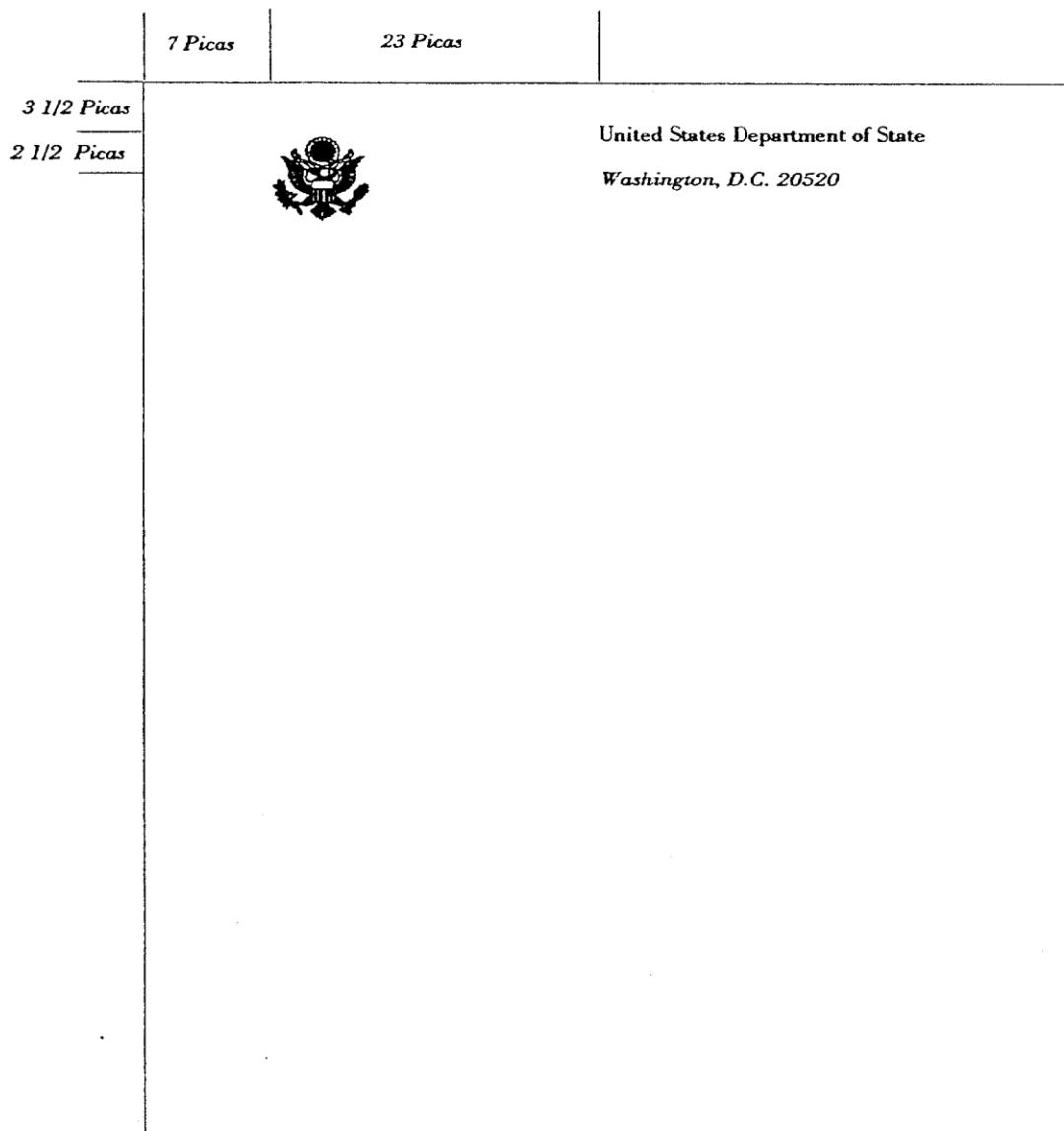
*8 1/2 x 11 inches*

*Department Signature: 14 pt.*

*Bodoni Book*

*Address: 12 pt. Bodoni Book Italic*

*Seal: 3/4 inch*



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## **5 FAH-7 Exhibit H-133 Examples of Letterhead**

*(CT:GRPH-2; 06-16-2012)*

*Format 1*

*8 1/2 x 11 inches*

*Department Signature: 14 pt.*

*Bodoni Book*

*Component Signature: 12/14 Bodoni Book Italic*

*Address: 12/14 Bodoni Book Italic*

*Seal: 3/4 inch*

	7 Picas	23 Picas	
<i>3 1/2 Picas</i>			
<i>2 1/2 Picas</i>			<b>United States Department of State</b> <i>Under Secretary of State for Political Affairs</i> <i>Washington, D.C. 20520</i>
<i>1 1/2 Picas</i>			
			<b>United States Department of State</b> <i>Under Secretary for International Security Affairs</i> <i>Washington, D.C. 20520</i>
			<b>United States Department of State</b> <i>The Deputy Secretary of State</i> <i>Washington, D.C. 20520</i>
			<b>United States Department of State</b> <i>Foreign Service Institute</i> <i>National Foreign Affairs Training Center</i> <i>4000 Arlington Boulevard</i> <i>Arlington, Virginia 22204-1500</i>

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**5 FAH-7 Exhibit H-134**  
**Example of Embassy Letterhead**

*(CT:GRPH-4; 08-27-2013)*

*Format I*

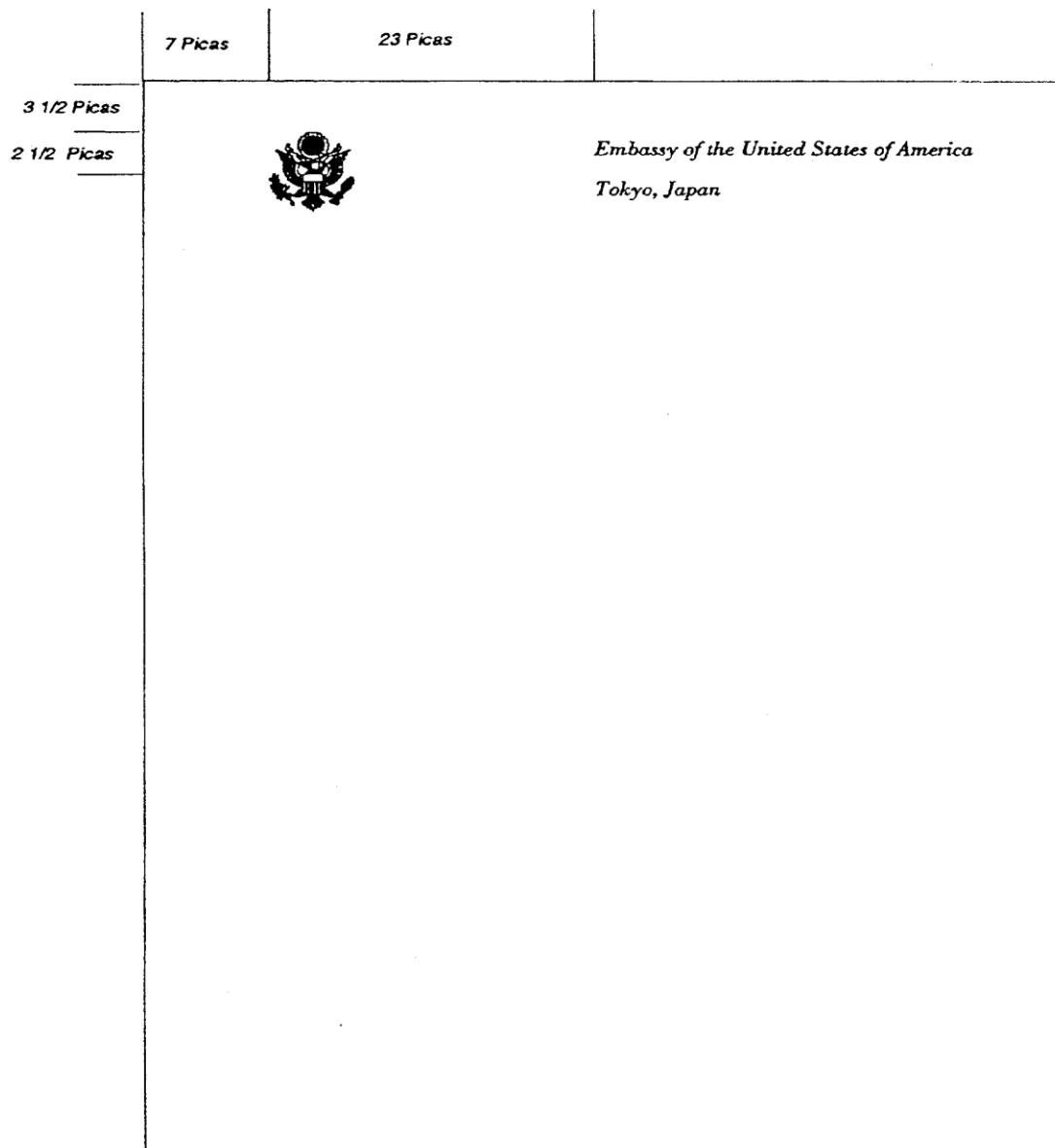
*8 1/2 x 11 inches*

*Embassy Signature: 14 pt.*

*Bodoni Book Italic*

*Address: 12/14 Bodoni Book Italic*

*Seal: 3/4 inch*



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**5 FAH-7 H-136 Exhibit H-136  
Mailing Labels**

*(CT:GRPH-2; 06-16-2012)*

*Size: 3 x 5 inches*

*Department Signature: 11 pt. Helvetica*

*Address: 9 pt. Helvetica*

*Mailing Indicia: 7 to 9 pt. Helvetica*

**DEPARTMENT OF STATE, U.S.A.  
WASHINGTON, D.C. 20520**

**OFFICIAL BUSINESS  
PENALTY FOR PRIVATE USE, \$300**

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FAM/FAH Template

## **5 FAH-7 Exhibit H-137** **Business Cards**

*(CT:GRPH-2; 06-16-2012)*

*Size: 2 x 3 1/2 inches*

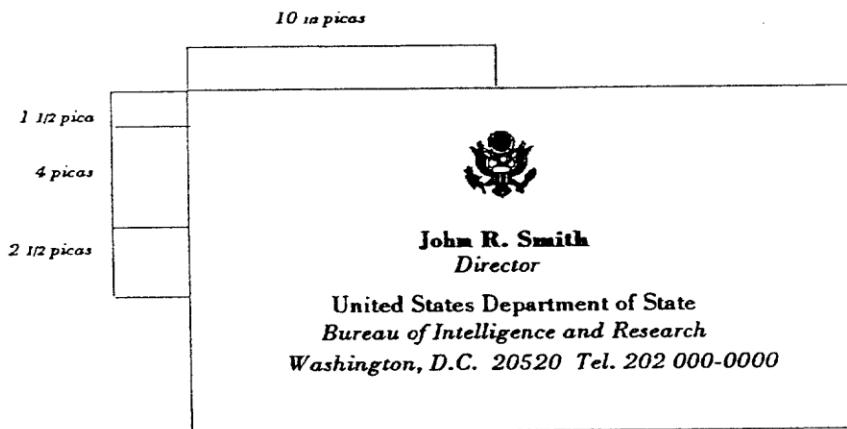
*Name: 10 pt. Bodoni Bold*

*Title: 10 pt. Bodoni Book Italic*

*Department Signature:*

*10/13 Bodoni Book with Italic*

*Address: 10/12 Bodoni Book Italic*



*Size: 2 x 3 1/2 inches*

*Name: 10 pt. Bodoni Bold*

*Title: 10 pt. Bodoni Book Italic*

*Department Signature and Address:*

*10/13 Bodoni Book with Italic*

